

Planning Board Meeting September 21, 2020, Minutes

Attendees: Chairman Brian W. Murray, Members: Daniel Kowalik, Mary Jane Shonn, Todd Glassman and Alison Koopman; Greg Brown; Village Clerk Jayne DeTine and Code Enforcement Officer Mike Borth.

Work Session was opened at 5:30 PM by Chairman Murray

CEO Mike Borth gave a review of items that he was handling while the Planning Board was not meeting due to the Pandemic. This spanned approximately seven months, as our last meeting was February 24, 2020.

- Several new businesses started up.
- Assisted Restaurants in re-opening under new guidelines.
- Mike also stated that he would like to start meeting regularly again, as he has some potential Planning Board items coming in the near future.

The **Regular Planning Board Meeting** was called to order at 5:45 pm by Chairman Murray

Pledge to the Flag: Led by Greg Brown

Chairman Murray welcomed everyone back to our meeting and proceeded with the Agenda. He also thanked Mike and Jayne for keeping things moving during the Pandemic, and Dan Kowalik and all the Emergency Managers for their work throughout the Pandemic and going forward.

Tree Policy Review

- Chairman Murray referenced this item to Mary Jane and Allison, as they were working together on this prior to the Pandemic. Mary Jane stated that Allison had done a re-write of the policy based on her experience. Allison says she had a draft copy that she was still taking notes on. Items still being discussed are:
 - Village planting trees between sidewalk and house.
 - Landmark Trees.
 - Recommended tree species list.
 - Standards for tree removal.
 - Mary Jane will finalize her draft copy and get it back to Jayne to send out in early October, so all Board Members can review and have input at the October meeting.

Airbnb Codes

- Mike stated that the Airbnb property at 14 Hart Street has been sold and it is returning to a single-family residence.

- Mike and Brian are still researching code updates on Airbnb's. The Town of Newstead is also presently working on new codes for them.
- Mike recommended to the Planning Board that we prepare a resolution to go to the Village Board for the following: Any Airbnb, application must go before the Planning Board before any approvals will be given.

Permitting Process Checklist/Flowchart:

- Dan stated he had made some additions to the checklist/flowchart and has received checklists from other municipalities to review.
- He will scan these documents and send them to Brian and Mike to review. He will need to get them typed for presentation to the Board in October.

Cornerstone Subdivision Review:

- Mike gave us an update regarding the pond issues as well as the residence petition for sidewalks.
- Mike will schedule a meeting with Kelkenberg's to discuss the sidewalk project as well as discuss comments given by DEC about the pond.
- It was also recommended that we send a letter to the Village Board asking for consideration for the CBDG Grant or other funding sources for the sidewalks to continue from the bike path on Jackson Street east to Buell Street.

Comprehensive Plan:

- Chairman Murray will work with Don Shonn and the Mayor to try and get this back on track, along with reviewing the prioritization of items within the plan.

Adjourned: Motion by Dan Kowalik and seconded Todd Glassman at 6:45 pm.

Next meeting: October 19, 2020 starting at 5:30 pm proposed agenda:

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| Item # 1: | Appearances | Mike Borth |
| Item # 2: | Tree Policy/Law review | Allison Koopman |
| Item # 3: | Airbnb Codes Update | Mike Borth & Brian Murray |
| Item # 4: | Permitting Process checklist/flowchart | Dan Kowalik |
| Item # 5: | Comprehensive Plan Update | Brian Murray |
| Item # 6: | Cornerstone Subdivision | Mike Borth |

Respectfully submitted

Brian W. Murray
Planning Board Chairman